



# Holy Spirit Catholic Community

9821 Frankford Ave. • Lubbock, Texas 79424

(806) 698-6400 Office

(806) 798-0646 Fax

## Holy Spirit Catholic Special Event Request

Type of event: Wedding\_\_\_\_\_ Funeral\_\_\_\_\_ Other\_\_\_\_\_

### Event Contact Information:

Name\_\_\_\_\_

Telephone\_\_\_\_\_, Cell\_\_\_\_\_

Email\_\_\_\_\_

Times needed HVAC

Rehearsal Date\_\_\_\_\_

Brides Room RTU2 Time\_\_\_\_\_

Groom's Room RUT1 Time\_\_\_\_\_

Gathering Area RUT11 Time\_\_\_\_\_

Lobby RTU1 Time\_\_\_\_\_

Sanctuary Time\_\_\_\_\_

Hall RTU 7-10 Time\_\_\_\_\_

Classroom 116 RTU5 Time\_\_\_\_\_

### Sound System Requirements

Operator Time\_\_\_\_\_

Any special video or music requirements? Please explain below and have material to office 3 days before rehearsal.

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**Event:**\_\_\_\_\_ **Date**\_\_\_\_\_

Bride's Room Time\_\_\_\_\_ 30 min. earlier

Groom's Room Time\_\_\_\_\_ 30 min. earlier

Gathering Area Time\_\_\_\_\_ 30 min. earlier

Lobby Time\_\_\_\_\_ 30 min. earlier

Sanctuary Time\_\_\_\_\_

Hall Time\_\_\_\_\_

Photographs Time\_\_\_\_\_ *Can be before or after event*

Classroom 116 RUT5 Time\_\_\_\_\_

**Sound System Requirements**

Operator: \_\_\_\_\_ Time: \_\_\_\_\_

Special requirements such as hall sound or other rooms to be used.

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